ETP Application – Single Employer

Healthcare Initiative

Reference Number: 11-0****

Applicant's Legal Name:	
Address: Street, City, Zip Code):	
Applicant's website:	
Applicant's Authorized Representative:	
Title:	
Telephone:	
E-Mail Address:	

Estimated of Trainees:	
Total ETP funding requested for the proposed training: *Note: Funding is capped at $250.000*	**$***
Proposed start date of ETP training (month, day, year):	

Authorization

This Application must bear the signature of an officer in your healthcare organization.
To the best of my knowledge, the information in this Application is accurate and
correctly reflects our request for ETP funding.

E-Signature:	Title:
Print Name:	Date:
E-Mail Address:	

Contract Analyst Initials: _____

Provide the following information:

Employer:

1. Describe your health care organization by facility including the following information at a minimum: 1) services provided; 2) number of licensed beds, 3) number of full-time employees in CA and per facility, 3) Number of full-time* RNs and full-time* LVNs per facility.

    *Note: A trainee will be considered full-time with a minimum of **35** hours of employment a week. However, hours of employment may be less than 35 hours per week if full-time employment and employee benefits are set through a Collective Bargaining Agreement (CBA). (Example: some RNs will be considered as employed full-time with a minimum of **20** hours of employment a week as provided in their CBA).Full-time employment may also be considered on a case-by-case basis based on standards maintained by each hospital or facility for full-time employment for the purpose of providing employee benefits.*

    Insert response here (insert a table if necessary):

2. If you will provide training at more than one worksite, provide complete address and county of each facility:

    Insert response here:

3. List the number of permanent, full-time* employees you have (see *Note above) worldwide:

    Worldwide: _____

4. Provide turnover rate by facility where training will take place:

    Note: In order to expedite the application process, this information maybe provided subsequent to the submission of this application.

    Turnover Rate: _____

Trainees:

5. Provide the estimated number of nurses and allied healthcare occupations to be trained and their hourly base wages. (Note: No Executive staff may participate in training):

Occupations to be Trained:	No. of Trainees:	Minimum Wage:	Maximum Wage:
Registered Nurse		$	$
New Graduate Nurse (estimate number to be hired in term of contract)		$	$
Licensed Vocational Nurse		$	$
Physician Assistants		$	$
Imaging Technician		$	$
Respiratory Therapist		$	$

Occupations to be Trained:	No. of Trainees:	Minimum Wage:	Maximum Wage:
Certified Nurse Assistants		$	$
Medical Assistants		$	$
Nursing Administrators		$	$
Other			

6. The ETP Minimum Wage for Healthcare Initiative trainees will depend on the county you are in. See wage table (2011 wages). This wage may include the value of company-paid health benefits. Show this below, using the lowest amount for any occupation participating in training:

   Hourly Health Benefit Amount: __$0.00/ hr.__

7. Estimate the range of training hours for each occupation using a minimum of 8 and a maximum of 200 hours. (Note: New Graduate Nurses are capped at 300 hours.) This applies to any combination of courses listed in the Draft Curriculum.

Occupation:	Minimum Number of Training Hours:	Maximum Number of Training Hours:	Average Number of Training Hours:
Registered Nurse			
New Graduate Nurse			
Licensed Vocational Nurse			
Physician Assistants			
Imaging Technician			
Respiratory Therapist			
Certified Nurse Assistant			
Medical Assistants			
Nursing Administrators			
Other			

8. Are any trainees are covered by a Union? Yes ☐   No ☐ . If so, enter the name and local number, and provide a signed letter of support from the union on their letterhead.

   Name(s) of Union(s) and Local Numbers: _____

   Consult with ETP development analyst if you are unable to obtain Union letters for any of the represented groups prior to the submission of the application.

9. Estimate the Employer Contribution for the proposed training. (Normally, this will be trainee wages while they are in training. To calculate the Employer Contribution using trainee wages only, take the average (or median) wage multiplied by the *total* number of training hours to be provided, multiplied by the number of proposed trainees).

   Employer Contribution: $_____

<u>Curriculum</u>

10. Review the attached Draft Curriculum and identify changes as needed for your training project. You may add or delete courses.

    Insert response here:

11. Describe the challenges (i.e. budget issues) your organization faces with providing training to nurses and the other occupations identified as trainees. Describe the training you normally provide for these occupations, and how ETP-funded training will be different:

    Insert response here:

12. Who will provide the training (in- house staff or outside training vendors)? Who will perform project administration (in -house staff or outside consultant)? If you have chosen any vendors or consultants, please list them:

    Insert response here:

13. Date you plan to begin training: _____

14. Describe the strategic goals of this ETP-funded training project, including the overall need for training. Also include need for specialized training (i.e. MS Training, preceptor, New Nurse Grad).

    Insert response here:

Provide the following information for the ***authorized contract signatory*** in the table***:***

Insert information in the table below:

Signatory:	
Title:	
Address:	
Phone:	
Fax:	
E-Mail:	

Provide the following information for the ***contact person*** if different from above***:***

Insert information in the table below:

Company Contact:	
Title:	
Address:	
Phone:	
Fax:	
E-Mail:	

Exhibit B: Draft Menu Curriculum

Healthcare Initiative

**Class/Lab
Hours**

**8 - 200 (Incumbent)
8 - 300 (New Graduate Nurses)**

Trainees will receive any of the following:

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- **Behavioral Health/Psychiatric Acute Care Services Unit**
  - Patient Assessment & Care
  - Acute Psychiatric Care
  - Behavioral Health Nursing Skills
  - Electroconvulsive Therapy (ECT) Skills
  - Care of Pediatric/Adolescent Psychiatry Patient

- **Burn Center Unit Training**
  - Emergency Care of the Burn Patient
  - Patient Assessment & Care
  - Care of the Burn Patient

- **Emergency Department Training**
  - Emergency Room Nursing Skills
  - Emergency Care of the Burn Patient
  - OB Trauma
  - Trauma Nursing Skills
  - Triage Nursing Skills
  - Care of Pediatric patients

- **Intensive Care Unit/Critical Care Unit Training**
  - Critical Care Nursing Skills
  - Patient Assessment & Care
  - Intra-Aortic Balloon Pump (IABP)Therapy
  - Intracranial Pressure Monitoring & Ventriculostomy
  - Hemodynamic Monitoring
  - Pre and Post Operative Care
  - Care of Trauma Patient
  - Management of the Renal Transplant Surgical Patient
  - Ventilator & Tracheotomy Care

- **Long Term Care Unit**
  (Subacute, Skilled Nursing, Transitional Care & Hospice)
  - Patient Assessment & Care
  - Geriatric Nursing Skills
  - Med/Surg Nursing Skills
  - Pre and Post Operative Care
  - Orthopedic Nursing Skills
  - Oncology Nursing Skills
  - Hospice Nursing Skills

- **Medical/Surgical Unit Training**
  - Patient Assessment & Care
  - Medical/Surgical Nursing Skills

- o Pre and Post Operative Care
- o Orthopedic Nursing Skills
- o Management of the Renal Transplant Surgical Patient
- o Oncology Nursing Skills

- **Neonatal Intensive Care Unit (NICU) Training**
  - o Patient Assessment & Care
  - o Neonatal Resuscitation Provider (NRP)
  - o Neonatal Advanced Life Support
  - o Neonatal Intensive Care Unit (NICU) Nursing Skills
  - o Neonatal/Infant Pain Scale (NIPS)
  - o Palliative Care

- **Obstetrics Unit Training**
  - o Patient Assessment & Care
  - o Antepartum, Labor, Delivery and Postpartum Skills
  - o Neonatal Nursing Skills
  - o S.T.A.B.L.E.
  - o Advanced & Electronic Fetal Monitoring
  - o Neonatal Resuscitation Provider (NRP)
  - o Neonatal Intensive Care Unit (NICU) Nursing Skills

- **Operating Room and Post-Anesthesia Care Unit (PACU) Training**
  - o Patient Assessment & Care
  - o Trauma Nursing Skills
  - o Care of the Burn Patient
  - o Peri-operative Nursing Skills
  - o Pre and Post Operative Care

- **Pediatric Services Unit**
  - o Care of Pediatric Patients (Acute Care, Intensive Care)
  - o Patient Assessment & Care
  - o Pre & Post Operative Care

- **Rehabilitation Services Unit Training**
  - o Patient Assessment & Care
  - o Medical/Surgical Nursing Skills
  - o Pre and Post Operative Care
  - o Post-Orthopedic Surgery Nursing Skills
  - o Post-Trauma Injury Nursing Skills
  - o Post-Neurological Injury Nursing Skills

- **Special Care Unit Training**
  - o Patient Assessment and Care
  - o Critical Care Nursing Skills
  - o Ventilator & Tracheotomy Care
  - o Hemodynamic Monitoring
  - o Total Parenteral Nutrition

- **Surgical Services Unit Training**
  - o Patient Assessment & Care
  - o Trauma Nursing Skills
  - o Surgical Nursing Skills
  - o Pre and Post Operative Care

- **Telemetry Unit Training**
  - o Care of the Cardiac Patient
  - o EKG & Cardiac Monitoring

- o Dysrhythmia Interpretation
- o Telemetry Nursing Skills
- o Pre and Post Operative Care
- o Care if the Neurosurgical Patient
- o Intravenous (IV) Therapy
- o Oncology Nursing Skills

<u>MEDICAL SKILLS TRAINING – DIDACTIC</u>

- Acute Psychiatric Care
- Acute Myocardial Infarction
- Advanced Cardiac Life Support (ACLS)
- Arterial Blood Gas (ABG) Interpretation
- Behavioral Health Nursing Skills
- Basic Life Support (BLS)
- Body Mechanics
- Care of Bariatric Patient
- Care of the Cardiac Patient
- Care of the Burn Patient
- Care of the Neurosurgical Patient
- Care of Pediatric Patients (Acute Care, Intensive Care)
- Care of the Stroke Patient
- Central Lines Management
- Chest Tube Care & Management
- Code Blue Response & Procedures
- Critical Care Nursing Skills
- Decontamination Procedures
- Diabetes Care & Management
- Dysrhythmia Recognition & Interpretation
- Educating the Patient & Family
- EKG & Cardiac Monitoring
- Electronic Fetal Monitoring (Beginning & Advanced)
- Emergency Care of the Burn Patient
- Emergency Room Nursing Skills
- Equipment Skills (IV pumps, cardiac telemetry, vital signs, pulse-oximeter, ventilators, specialty beds and mattresses, etc.)
- Evidence Based Practices
- Gastrointestinal Assessment and Management
- Hemodynamic Monitoring
- Infection Control
- Intra-Aortic Balloon Pump Therapy (IABP)
- Intra-Cranial Pressure Monitoring & Ventriculostomy
- Intravenous (IV) Insertion & Therapy
- Kinetic Therapy
- Labor, Delivery and Postpartum Nursing Skills
- Management of the Renal Transplant Surgical Patient
- Medical/Surgical Nursing Skills
- Medication Administration & Management
- Moderate Sedation
- Neonatal Advanced Life Support (NALS)
- Neonatal/Infant Pain Scale (NIPS)
- Neonatal Intensive Care Unit (NICU) Nursing Skills
- Neonatal Nursing Skills
- Neonatal Resuscitation Provider (NRP)
- New Graduate Nursing Skills
- Nurse Orientation Training (for New Grads only)

- Nursing Diagnosis Skills
- Nursing Process Skills
- OB Trauma
- Oncology Nursing Skills
- Orthopedic Nursing Skills
- Ostomy & Continence Care
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Pediatric Advanced Life Support (PALS)
- Peri-operative Nursing Skills
- PICC Line Insertion
- Pre and Post Operative Care
- Psychiatric Nursing Skills
- Psychotropic Medications
- Rapid Response Skills
- Renal Assessment & Management
- Respiratory Assessment & Care
- Restraints
- Surgical Nursing Skills
- S.T.A.B.L.E.
- Telemetry Nursing Skills
- Total Parenteral Nutrition (TPN)
- Transfer Techniques
- Triage Nursing Skills
- Trauma Nursing Skills
- Ventilator and Tracheotomy Care
- Versant New Graduate Program Skills
- Wound & Skin Care

CONTINUOUS IMPROVEMENT

- Case Management/Discharge Planning
- Charge Nurse Training/Frontline Leadership Skills
- Communications Skills
- Conflict Resolution Skills
- CORE Measures
- Crisis Prevention Intervention (CPI)
- Critical Thinking Skills
- Culturally Appropriate Care
- Customer Service Skills
- Documentation Skills
- Lean Six Sigma
- Organization and Time Management Skills
- Patient and Family Centered Care Skills
- Preceptor Skills (train-the-trainer)
- Performance and Quality Improvement and Procedures Skills
- Team Building Skills
- Utilization Review

COMPUTER SKILLS

- Microsoft Office/Excel Skills (Intermediate and Advanced)
- Patient Billing and Accounts Receivable (PBAR) tracking Skills
- MediTech Order Entry Skills
- Electronic Medical Records Application Skills